

COVID-19 Safety Management Plan (COVIDSafe Plan)

KEY CHANGES IN THIS DOCUMENT ARE HIGHLIGHTED IN YELLOW

School Details	Details
Name of School	Springside Primary School
Date COVIDSafe Plan last reviewed	28/07/2022
Name of health and safety representative (where relevant)	
Name of principal or delegate	Gabrielle Zorko
School Health and Safety Committee details (where relevant)	Michelle Dela Cruz, Ashlea Stead, Michael Whelan, Brock Wilson, Elmarie Pentz, Roland Beszelzen, Emine Behayeddin & Nerissa Gadsden

This **COVID-19 Safety Management Plan (COVIDSafe Plan)** applies to all Victorian government schools, outlines the key health and safety risks, and links to the latest guidance. The COVIDSafe Plan also links to the strategies described in the [School Operations Guide](#) and supports schools to plan for and implement the key health and safety controls in the context of coronavirus (COVID-19). This includes implementing the pandemic orders of the Minister for Health and accessing the central and regional supports to reduce transmission risk and to support school staff, students, and the school community to be well and COVIDSafe. The latest Coronavirus (COVID-19) advice for schools is available at [COVID-19 advice for schools \(education.vic.gov.au\)](#). A template presentation “Back to School Plan” has been circulated to School Principals to support conversations with staff around COVIDSafe measures in place for **Term 3**; as well as template letters to support communicating with parents/carers **about changes in pandemic order requirements for both mainstream and specialist schools from Term 3** – see [Support and Service \(Schools\) > Coronavirus and learning from home > Communicating with parents and students > Communications support pack \(eduweb.vic.gov.au\)](#)

The [School Operations Guide](#) provides detailed advice and guidance about these controls and supports, and should be read together with this COVIDSafe Plan. The [coronavirus \(COVID-19\) advice for schools](#) is evolving over time and the [OHS guidance and supports](#) will be continually reviewed and updated as required.

Principals must consult with their local health and safety representative(s), health and safety committee(s) (HSC) (if applicable) and school staff to implement the recommended controls to the maximum extent reasonably practicable. Contact your [Regional OHS Support Officer](#) for assistance with local consultation if required. A [draft agenda](#) has been developed for HSC meetings to assist in facilitating consultation and identifying and managing risks.

COVIDSafe Roles and Responsibilities Posters must be displayed on the school’s OHS noticeboard detailing the shared responsibility of health and safety in schools, and the health and safety measures that should be applied in schools. Posters are available in the [communications support pack](#).

Your local [Regional OHS Support Officers](#) and the Department’s [OHS Advisory Service](#) are available to provide support to your school to implement the latest guidance, tailor this COVIDSafe Plan to your setting, for suggestions on establishing effective controls, or assist with access to supports, advice and resources.

The DET COVID-19 hotline ([1800 338 663](#)) is available for all Department staff, contractors, and parents 8.30am to 5.00pm Monday to Friday (excluding public holidays) for any questions, queries, or concerns. Employees may also access the guidance at [COVID-19 Advice Line - FAQs](#).

Employees are encouraged to use [eduSafe Plus](#) to report hazards, incidents and mental and physical injuries; to ensure effective and timely resolution of OHS issues; as well as to escalate issues for further support when required. eduSafe Plus reports are being centrally monitored to ensure that timely and effective support can be provided.

If you or your family need support, personalised over-the-phone or video counselling is available 24/7 through the [Employee Assistance Program \(EAP\)](#). This service is available to all school staff and their immediate families (aged 18 years and over). Staff can book by calling [1300 361 008](#) or by using the live chat function on the [Lifeworks' Australia website](#). Other mental health supports are available on [OHS guidance and supports](#) including supports tailored to respond to COVID-19 and remote working risks.

This plan covers four key areas of risk ('hazard types'):

- Infectious Disease (Infection Prevention and Control)
- Working Alone, in Isolation or from Home
- Work-Related Violence
- Mental Health and Wellbeing.

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
Infectious Disease (Infection Prevention and Control)	Staff, students, and others on-site may come into contact with an individual currently unaware that they have coronavirus (COVID-19), and subsequently contract the virus from them.	<p>Infection prevention and control</p> <ul style="list-style-type: none"> • All staff, students and visitors to schools should practice good hand hygiene and stay home if unwell. <p>COVID-19 Testing</p> <ul style="list-style-type: none"> • Free rapid antigen tests will be made available for all staff and students, and regular testing is strongly encouraged. • If symptomatic, it is recommended that students and staff should use a rapid antigen test. 	<p>Infection prevention and control</p> <ul style="list-style-type: none"> • Circulate the latest health advice and requirements to staff, students and parents (in multiple languages if appropriate). <p>COVID-19 Testing</p> <ul style="list-style-type: none"> • Schools will receive up to three further deliveries of rapid antigen tests in Term 3 and again in Term 4 for use by staff and students who are symptomatic or household contacts. • Communicate the rapid antigen testing instructions using the "how-to" video which is translated into 33 languages. • Schools can review their individual test allocation and track delivery through the test dispatch data portal for schools (login required). This data is updated daily. • For questions regarding the delivery or supply of rapid antigen tests for your school, please contact the Procurement Team.

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
		<ul style="list-style-type: none"> Household contacts are required to test negative on at least 5 out of 7 rapid antigen tests, spaced 24 hours apart if they are attending or working at a school onsite. Staff and students who report a positive result must isolate for seven days and not attend school during that period. Any staff and students recovered from COVID-19 are not required to get tested or isolate if re-exposed to a case within 4 weeks of ending their isolation period. All staff and students must report a positive test result; refer to the School Operations Guide for the procedure. Principals must notify staff and the school community of a positive case onsite through a daily email. <p>Face Masks</p> <ul style="list-style-type: none"> Schools have been supplied with a stock of N95 masks (suitable for adults and older children) and surgical masks (for staff and students in secondary schools) and child-size surgical masks (for students in primary schools). 	<ul style="list-style-type: none"> Test kits can be made available to replacement teachers who fill a staff absence due to COVID-19. Test kit allocation does not accommodate for other non-school employed staff. <p>Face Masks</p> <ul style="list-style-type: none"> Encourage students, staff and contractors/visitors to bring their own face mask should they be required. Household contacts (over 8 years old) attending school premises or off-site activities are required to wear face masks indoors for the first 7 days after their initial contact with an infectious person unless they hold a valid exemption. Require everyone over 8 years old to wear a face mask when travelling to and from school on public transport, taxis or ride share vehicles. Monitor staff and student face mask compliance and COVIDSafe practices at school. <p>Practise Good Hygiene</p> <ul style="list-style-type: none"> All to maintain good hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing, or using the toilet. Staff should direct or supervise young students where required. <p>Safety Information and Training</p> <ul style="list-style-type: none"> Consult with all staff, including the elected HSR and/or Health and Safety Committee (if applicable) about the implementation of controls.

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		<ul style="list-style-type: none"> • Face masks are strongly recommended in indoor school settings. The exception to the recommendation applies in teaching circumstances when clear enunciation or visibility of the mouth is required. • Face masks are required for all persons (over 8 years old) travelling on school buses and public transport. • Household contacts (over 8 years old) attending school premises or off-site school activities are required to wear face masks indoors for the first 7 days after their initial contact with an infectious person unless they hold a valid exemption. <p>Practise Good Hygiene</p> <ul style="list-style-type: none"> • Hand sanitiser should be available at all entry points to classrooms. • Comply with Safe Food Handling Guidance for best hygiene practice. <p>Safety Information and Training</p> <ul style="list-style-type: none"> • Ensure staff complete the School infection prevention and control during 	

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		<p>coronavirus (COVID-19) LearnED module on eduPay and FUSE.</p> <p>PPE for staff</p> <ul style="list-style-type: none"> School staff should refer to the available Guidance for staff on the use of personal protective equipment in education settings in the context of COVID-19 (DOCX) (staff login required). Staff are encouraged to access the Victorian Department of Health's range of resources, including watching the available video on how to don and off PPE. Encourage staff who supervise students in sick bays or with medical conditions to complete the School infection prevention and control during coronavirus (COVID-19) LearnED module (login required). Available on FUSE for preservice teachers, casual relief teachers and other staff working in schools who do not have eduPay access. 	<p>PPE for staff</p> <ul style="list-style-type: none"> Schools must ensure adequate supplies of PPE remain available in the event of a suspected or confirmed case of COVID-19. Schools can buy PPE items through the COS catalogue.

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		<p>Ventilation and Air Purifiers</p> <ul style="list-style-type: none"> Schools are required to increase fresh air flow into indoor spaces whenever possible, refer to the Ventilation and Air Purification Policy. 	<p>Ventilation and Air Purifiers</p> <ul style="list-style-type: none"> Use the How to use an air purifier fact sheet. Maximise the use of outdoor learning areas or environments wherever possible. Implement measures for a comfortable learning environment (thermal, noise, safety) with ventilation strategies in place. Display the Promoting airflow in your school poster around school. For further assistance, contact the Victorian School Building Authority on 1800 896 950 or email airpurifiers@education.vic.gov.au.
		<p>Vital COVIDSafe Steps</p> <p>Non-classroom-based activities</p> <ul style="list-style-type: none"> Schools must conduct a COVID-19 risk assessment for non-classroom-based activities and extra-curricular activities, refer to the PAL Excursions Policy. <p>Physical Distancing</p> <ul style="list-style-type: none"> Staff and students shall practise physical distancing 1.5m to the extent that is reasonably practicable. 	<p>Vital COVIDSafe Steps</p> <p>Non-classroom-based activities</p> <ul style="list-style-type: none"> Standard COVIDSafe measures apply, including (on public transport and school buses); physical distancing, limiting duration of the activity, and optimising ventilation. <p>Physical Distancing</p> <ul style="list-style-type: none"> Roster access to shared spaces, limiting time in these spaces and promoting breaks outdoors. Manage movement of adults through common areas, multiple entry/exit points and modify staff arrival and departure times. Remind staff, students and visitors to maintain physical distancing from each other. Reconfigure class spaces where possible, using all available space in the school. Mark the floor to indicate physical distancing in appropriate locations.

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			<ul style="list-style-type: none"> Communicate the strategies to staff, students and parents using the communications support pack.
		<p>Community use of school facilities</p> <ul style="list-style-type: none"> Schools are permitted to allow external providers to use or hire school facilities, refer to the School Operations Guide. Schools must follow the COVID-19 Vaccinations – Visitors and Volunteers on School Sites policy. 	<p>Community use of school facilities</p> <ul style="list-style-type: none"> For a summary of the use of school facilities by community and sports groups, please refer to the School Operations Guide. When unsure, providers should be directed to the Victorian government sector guidance to confirm COVIDSafe requirements.
		<ul style="list-style-type: none"> Mandatory COVID-19 vaccination requirements for staff, visitors and volunteers who perform work in specialist schools* <p><i>*Specialist schools are defined as a registered school established for the main purpose of providing instruction for students with a disability.</i></p> <ul style="list-style-type: none"> Vaccinations are no longer mandatory for mainstream school sites. Third dose vaccination requirements remain for all specialist school sites* and those working with vulnerable people. 	<p>Required vaccinations for school staff</p> <ul style="list-style-type: none"> Staff that work or attend specialist schools must have received a third dose of a COVID-19 vaccine, if eligible. A quick reference guide is available to assist staff to upload vaccination evidence and updating vaccination status on eduPay. <p>COVIDSafe requirements for visitors and volunteers who perform work</p> <ul style="list-style-type: none"> Specialist schools should inform volunteers and visitors of vaccination requirements before their attendance. A template letter is available for specialist schools to advise contractors and other services of the vaccination requirements. A template letter is available for specialist schools to inform OHSC providers of the vaccination requirements. A template vaccination status register is available for specialist schools to use to collect and record vaccination status for visitors and volunteers working on school sites.

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		<ul style="list-style-type: none"> • Staff must upload evidence of their vaccination status in eduPay, including a record of their third dose. • Schools must treat health information in accordance with the Schools' Privacy Policy. • For more information refer to the COVID-19 Vaccinations – Visitors and Volunteers on School Sites Policy. 	<ul style="list-style-type: none"> • Mainstream schools are no longer required to collect records for on-site workers. • A template letter is available for parents/carers in specialist schools to communicate pandemic order changes from 24 June 2022. • A template letter is available for parents/carers in mainstream schools to communicate pandemic order changes from 24 June 2022.
		<p>COVID-19 vaccinations requirements for staff, visitors, and volunteers who perform work in mainstream schools</p> <ul style="list-style-type: none"> • Vaccinations are no longer mandatory in mainstream schools. 	<p>Recommended vaccinations for school staff, visitors, and volunteers</p> <ul style="list-style-type: none"> • Staff and students in mainstream schools are still strongly encouraged to keep up to date with all recommended and available vaccinations to help prevent illness from Covid-19. • Routine school visitor record keeping arrangements will continue to apply. • Use information in the communications support pack to promote vaccination requirements to all staff.
		<p>Vaccination requirements for parents/carers who do not perform work</p> <ul style="list-style-type: none"> • Parents, carers and other adult visitors are no longer required to show evidence of two doses of a COVID-19 vaccine if not performing work or volunteering at the school. 	<p>Vaccination requirements for parents/carers who do not perform work</p> <ul style="list-style-type: none"> • Routine school visitor record keeping arrangements will continue to apply.

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	<p>Staff and students may contract disease by touching surfaces contaminated with coronavirus (COVID-19), following exposure from someone with the virus.</p>	<ul style="list-style-type: none"> • All Victorian government schools will return to the business-as-usual cleaning scope. • If there is an outbreak of COVID-19 in a school, the Department of Health or a Local Public Health Unit will advise schools if additional cleaning is required, based on risk assessment as part of an outbreak management plan. 	<ul style="list-style-type: none"> • Any outbreak cleaning that is needed is arranged and paid for by the Victorian School Building Authority (VSBA). • Once advised of the need for outbreak cleaning to occur, the VSBA will contact the principal as soon as possible to make the necessary arrangements. • Cleaning is conducted in accordance with guidelines that have been developed with the Department of Health.
	<p>Vulnerable workforce or students may be at higher risk of contracting the virus</p>	<ul style="list-style-type: none"> • Schools must ensure students with medical needs have an up-to-date Student Health Support plan and accompanying condition-specific health management plan. • All school staff are expected to work onsite, except for medically vulnerable staff and staff required to quarantine. • For more information refer to the School Operations Guide. 	<ul style="list-style-type: none"> • The Medical Advisory Service is a specialised support service for principals to help them fulfil their responsibilities in relation to employee health. • Refer to the Health Care Needs policy for further information on the student health support planning process.

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	<p>A suspected case may occur among staff and students</p> <p>A confirmed case suspected case or household contact at school</p>	<ul style="list-style-type: none"> Refer to Management of Students Displaying COVID-19 Symptoms in Education Settings for guidance. For more information refer to the School Operations Guide. Parents/carers who are COVID-19 positive are allowed to leave isolation (if other arrangements cannot be made) to transport their non-infectious child to or from school via private vehicle. They must wear a mask at all times and remain in the vehicle unless it is necessary to safely walk the student to the school entrance gate. 	<ul style="list-style-type: none"> Promote the message that the most important action school communities can take to reduce the risk of transmission of COVID-19 is to ensure that any unwell staff, parents/carers, and students remain at home and get tested, even with the mildest of symptoms, and that people who are unwell do not attend school sites. Guidance and templates to communicate with the school community are available in the communication support pack. Follow the guidance for Management of Students Displaying COVID-19 Symptoms in Educations Settings. If a person is confirmed to have COVID-19, the principal must follow the steps in the School Operations Guide under the section, <i>Management of confirmed cases and household contacts at school</i>. Stay in contact with affected staff or families remotely to offer wellbeing support. Guidance and template communications to support schools to communicate and support COVID positive staff are available through your Regional OHS Support Officer.
	<p>Exemptions for staff who are household contacts</p>	<ul style="list-style-type: none"> Asymptomatic close contacts are not required to self-isolate, and may return to work; they must comply with rules defined on the Checklist for household contacts. 	<ul style="list-style-type: none"> Refer to the advice in the School Operations Guide.
	<p>Non-Department contractors and their staff may need to enter school grounds to carry out work.</p>	<ul style="list-style-type: none"> Visitors to school grounds must comply with COVIDSafe principles. For more information refer to the School Operations Guide and Victorian health advice. 	<ul style="list-style-type: none"> Schools should ensure contractors (such as CRTs) receive appropriate induction, including in relation to the record keeping requirements on site. Ensure, so far as is reasonably practicable, that sign in requirements are followed by all contractors and visitors attending site (including parents entering a school building), by communicating with contractors about the requirements.

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Working Alone, in Isolation or from Home*	The home-work environment may cause injury (noise, lighting, thermal comfort, static postures and slips, trips and falls).	<ul style="list-style-type: none"> • Refer to Working Alone, in Isolation or from Home policy and procedure. • Refer to Working at Home - OHS Guidance. • Refer to Working from Home Guide. • Refer to Working from home safely and productively. 	<ul style="list-style-type: none"> • Encourage staff to regularly stretch and move during the day. • Enable reasonable access to available school equipment. • Proactively plan with staff who have a known pre-existing injury. • Establish protocols for regular check-ins with staff. • Encourage staff to access the OHS guidance for working from home. • Staff working from home are to access the Working Alone, in Isolation or from Home guidance, available on PAL.
	Increased isolation (on-site and/or at home) may increase risk of injury.	<ul style="list-style-type: none"> • Advice and support (including ergonomic advice via video conference) is available to all staff via the OHS Advisory Service. 	<ul style="list-style-type: none"> • Establish protocols for regular check-ins with staff. • Promote the OHS advice and support (including EAP and wellbeing webinars) to staff. Other mental health supports are available at OHS guidance and supports.
	Exposure to family or gendered violence.	<ul style="list-style-type: none"> • Assist staff in following the advice and support for employees exposed to family violence. 	<ul style="list-style-type: none"> • Establish protocols for regular check-ins with staff.
	*To be applied in conjunction with Mental Health and Wellbeing and Work-Related Violence hazard sections below.		
Work-Related Violence	Online, over the phone or other remote threatening or aggressive behaviour by students, parents/carers, school staff or other members of school community.	<ul style="list-style-type: none"> • Refer to the Work-Related Violence in Schools Policy. • Refer to the new Respectful Behaviours within the School Community Policy and School 	<ul style="list-style-type: none"> • Ensure on-site staff are ready to manage the students that will be attending and that student supports, including reviewing and ensuring Behaviour Support Plans, are up to date if required. • Liaise with Student Support Services for Behaviour Support Plan assistance where required.

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
	<p>On-site violence, bullying or harassment by students, parents/carers, school staff or other members of school community.</p> <hr/> <p>Staff experiencing stress or anxiety stemming from exposure to increasing onsite or online work-related violence and aggression from parents.</p> <p>Many parents/carers are likely to be anxious during this time.</p>	<p>Community Safety Orders Scheme Policy.</p> <ul style="list-style-type: none"> Refer to Respectful Relationships and School-wide positive behaviour support (SWPBS) for resources. Refer to parents, carers and guardians information and the communications support pack. Refer to the mental health and wellbeing support for all staff, and the relevant policy and procedure. Escalated referrals will be managed by the Employee Wellbeing Response Team, and Complex Matter Support Team. Schools can seek Legal Division advice on using the School Community Safety Order Scheme in response to abusive and threatening behaviour from parents and carers. 	<ul style="list-style-type: none"> If wearing a mask when working with students at risk of grabbing or pulling it, use a mask that will release easily, e.g., with hooks over the ears rather than ties around the back of the head. Regularly and explicitly teach students not to touch or attempt to remove others' masks. Set expectations for behaviour with the school community and promote appropriate ways for parents to raise their concerns. Display the posters for school staff and for parents/carers to help schools communicate the Respectful Behaviours within the School Community Policy and appropriate behavioural standards with their school community. Discuss extra supports or strategies for staff who engage with anyone known to present a risk. Encourage staff to report incidents in eduSafe Plus and IRIS as appropriate, de-brief, and seek escalated support (e.g. through EAP) if required.
<p>Mental Health/ Psychosocial Hazards</p>	<p>Leaders managing the anxiety and mental health of others – including students, staff, and members of the school community.</p>	<ul style="list-style-type: none"> Refer to the mental health and wellbeing support for all staff, and the relevant policy and procedure. 	<ul style="list-style-type: none"> Consult, communicate and check-in regularly with staff on how they are feeling with the current situation and what supports might help. Encourage team leaders to be flexible and supportive about work requirements.

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
	Staff experiencing changes to workload (increase/decrease) from modifications in tasks and priorities.	<ul style="list-style-type: none"> Consult with staff to identify causes/sources of workload challenges and to identify possible adjustments. 	<ul style="list-style-type: none"> Have regular conversations on the way work tasks and priorities can be delivered, to provide as much clarity and flexibility where required.
	Staff experiencing disengagement and low morale regarding clarity of tasks, team roles and evolving priorities.	<ul style="list-style-type: none"> Refer to the Return to Work Coordinator Portal. Refer to the Principal health and wellbeing services. 	<ul style="list-style-type: none"> When a transition occurs either to or from remote learning, consider how best to enable staff to respond to the transition and adjust their planning to suit.
	Staff experiencing uncertainty, stress, and anxiety from the transition to an altered working environment.	<ul style="list-style-type: none"> Refer to the Department's Flexible Work Policy. Refer to School Operations Guide. 	<ul style="list-style-type: none"> Encourage staff to take scheduled screen breaks and to take time off for wellbeing. Consider the introduction of any new initiatives or additional professional development activities, to be held face-to-face or remotely following guidance in the School Operations Guide. Staff who are attending school under critical workforce exemptions should not attend face-to-face staff meetings or professional development activities.
	Staff experiencing uncertainty and anxiety about the COVID-19 risks to their personal health (especially if working onsite).	<ul style="list-style-type: none"> Video-counselling is available via the Employee Assistance Program (EAP) for all staff and their immediate family (aged 18 years and over). 	<ul style="list-style-type: none"> Limit meeting duration and record meetings to enable flexibility in attending. Allow time for staff to access the relevant information, instruction and training. Encourage staff to use EAP, for themselves and their immediate family, as well as the other supports and resources available by contacting employee.wellbeing.response.team@education.vic.gov.au
	Staff experiencing isolation and changes in levels of support from leaders and colleagues because of the changed arrangements.	<ul style="list-style-type: none"> Actively use the Students at Risk Planning Tool and the Student check-in resource to identify students who may be vulnerable and require support to maintain engagement and connection. 	<ul style="list-style-type: none"> Ensure there are adjusted return to work strategies for people on sick leave or Workers' Compensation leave.

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
	<p>Aggravation of stress caused by pre-existing conditions (e.g., existing mental health conditions, disabilities, vulnerable cohorts, and staff on leave, including Workers' Compensation or sick leave, etc.).</p>	<ul style="list-style-type: none"> • Use eduSafe Plus to escalate incidents and risks so that Area support can be provided. • The Mental Health Toolkit has advice and resources to support student mental health and wellbeing. This includes advice on positive mental health promotion, curriculum support, how to identify and access support as well as parent and student-specific pages. • The Advice for teachers – supporting student's mental health and wellbeing resource and the Quick Guide to Student Mental Health and Wellbeing Resources highlights the most relevant evidence-based resources for teachers, parents and students. 	

DET USEFUL CONTACTS

Support Area	Phone
Employee Assistance Program (EAP)	1300 361 008
DET COVID-19 Hotline	1800 338 663
Principal Advisory Service	7034 6777
Cleaning	1300 842 754
Incident Support and Operations Centre (ISOC)	1800 126 126
Employee Conduct Branch	7022 0005
Vaccinations (COVID-19)	<u>Teaching Service queries:</u> Schools People Services: 1800 641 943 <u>Visitors and Volunteer queries:</u> OHS Advisory Service: 1300 074 715
Regional OHS Support Officers	<u>Useful OHS contacts for schools</u>
OHS Advisory Service	1300 074 715 or safety@education.vic.gov.au
Medical Advisory Service	Staff Related Queries: 1300 495 559 Student related queries: 7022 0007
Legal	9637 3146
Finance – School Financial Management Support Unit	Schools.finance.support@education.vic.gov.au or (03) 7022 2222
Cleaning	cleaning@education.vic.gov.au
OSHC and other early childhood	1800 338 663
Student Transport	Student.transport@education.vic.gov.au or 7022 2247
SEILs	Schools should contact their SEIL to discuss any queries
Media Unit	(03) 8688 7776
Workplace Relations	Workplace.relations@education.vic.gov.au or (03) 7022 0013